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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070131-5

REPORTS INVENTORY

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PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a report include Form No.) CAPER - List L - Overt and Semi-Covert Cases Opened				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input checked="" type="checkbox"/> MACHINE-NAME LISTING					
3. FUNCTIONAL AREA		PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		TRAINING <input checked="" type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE ADMIN. GENERAL OTHER (specify)					
4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month		5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month		6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month					
7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. 580		9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement) 25X1					
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR&CD		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR&CD)							
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS	NUMBER		COST EACH						
	389		.05		19.45		12		350.10
B. COSTS OF COMPUTER PRODUCED REPORTS									
PAGES		COST PER PAGE							
35 (Single Copy)		.05		1.75		24		42.00	
140 (Multicopy)		.03		4.20		24		100.80	
TOTAL COSTS PER YEAR								\$492.90	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Provides alphabetical listing of opened cases (by types) from which one extracted several EOM report items. List also used for validating purposes.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS			
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase			
16. DATE OF INVENTORY 9 October 1962						17. NAME AND TITLE OF PERSON FURNISHING INFORMATION CIA-RDP75-00399R000100070131-5			
18. EXTENSION									

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